



GUIDE

DefenseTravel
Management Office



*My*Travel

MyTravel Quick Start Guide For Travelers

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Revision History

Revision	Date	Author	Revision/Change Description	Page, Section
2.13	7/20/22	Defense Travel Management Office (DTMO)	Updated trip request expense types Updated expense report expense types	III.C.3 IV.C.3
2.14	8/4/22	DTMO	Updated Expected Expenses screen	III.C.2
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3.06	4/25/23	DTMO	Renumbered sub-paragraphs in Section III Updated process for making reservations through TMC or vendor	III.A-D III.B.1 III.D.1 III.D.2 III.D.3 IV.B.1

I. Introduction

This guide provides key information for Travelers who use MyTravel to create and submit their official travel documents. You can also find a wealth of information in the available [user guides and demonstrations](#) that the contractor created. If you are using an online version of this guide, selecting the links in it takes you directly to other helpful resources, though if needed, you'll find the applicable URLs at the very end of this guide.



Note: For best results, always use the Chrome browser to access MyTravel.

As you go through this guide, you'll see elements that are common to many screens. A selection of those common items is in Table 1. Please note also that some selectable items appear on every MyTravel screen that do not appear in this guide. We highly encourage exploration and experimentation with these items.

Table 1: Commonly Selectable Options

Item	Use It To ...
Chevrons (v, ^, >, <)	Expand or collapse options
Sorted By	Reorder your search results
Question mark	See the definition of a term
Show, Hide	*Self-explanatory
Print, Email	*Self-explanatory
Add, Edit, Remove	*Self-explanatory
Comments	*Self-explanatory
*Though some explanations appear where needed in subsequent tables.	

Also, certain functions explained in this guide are dependent on your travel conditions. MyTravel may hide or inactivate options that the Joint Travel Regulations (JTR) does not allow. For example, to adhere to JTR restrictions, the **Discount GMR** per diem option only appears for civilian employees (see Section III.D.2 for more information).

II. Pre-Travel Activities

As soon as your account is available, log onto MyTravel to finish setting up your travel profile. To start setting up your travel profile, go to the top right corner of the MyTravel home screen (Figure 1), and select **Profile** in the upper right corner (Figure 1, indicator #1), then **Profile Settings** (Figure 1, indicator #2) on the drop-down menu. The profile menu (Figure 2) opens.



Figure 1: MyTravel Home Screen (Access Profile Settings)

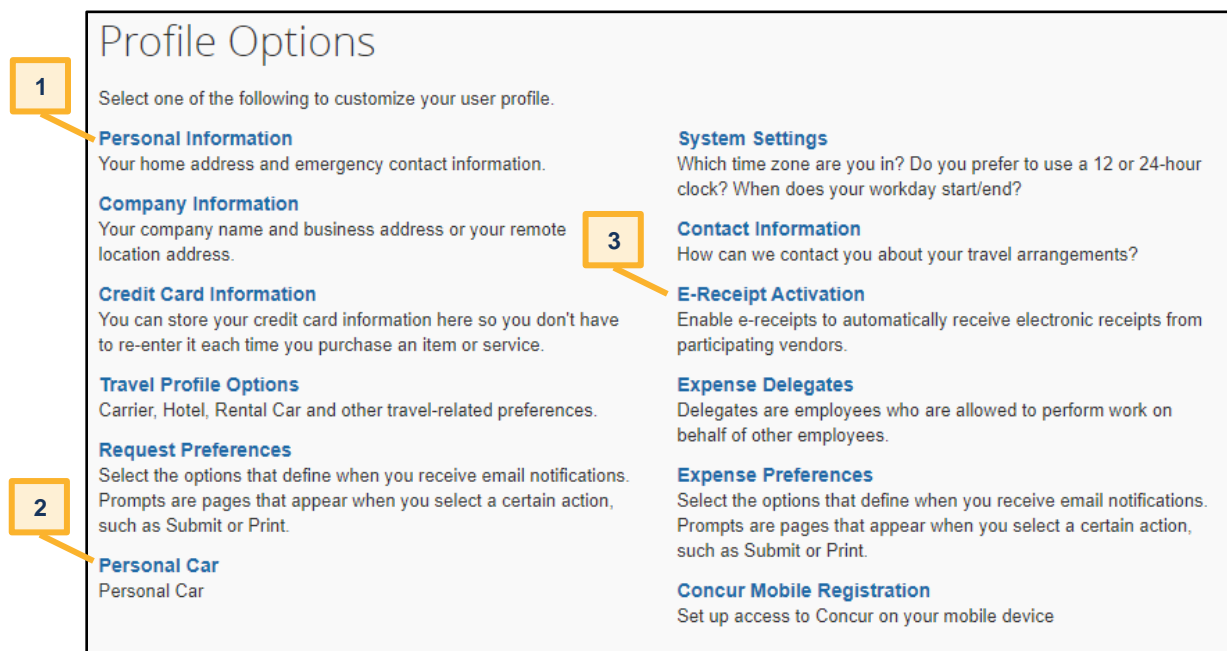


Figure 2: Profile Options

While you should review your entire profile and update anything that is missing or incorrect, the following three items are of key interest. Updating them makes using the system easier, so you should update them first. (List numbers equate to indicator numbers on Figure 2.)

1. **Personal Information:** In addition to the usual profile information (name, contact information, travel preferences, etc.), there are two steps you should take immediately:
 - 1.1. Register and verify 1-3 email addresses. MyTravel only accepts documents (e.g., receipts) emailed from verified email addresses.
 - 1.2. Add your Government Travel Charge Card (GTCC) number and expiration date. Doing so allows the system to make reservations and receive transaction information from the card vendor.
2. **Personal Car:** Entering information for at least one vehicle allows you to claim and receive payment for POV mileage.
3. **E-Receipt Activation:** Activating e-receipts lets MyTravel place vendor-provided electronic receipts directly into your expense report, when you create it.

You should review and update your profile at regular intervals, as well as when prompted by the system or directed by Component policy.

See the MyTravel Supplements on [Profile Updates](#) and [Receipts](#) for much more information about those topics.

III. Create and Submit Trip Request

Next, let's look at how you create your first MyTravel document – the trip request – and submit it for approval.

A. TravelBot

The first step is to decide whether you should be using MyTravel or DTS to support your trip. The trip types that MyTravel supports regularly increase as the system evolves, but a decision tool called the [TravelBot](#) (Figure 3) asks you a few questions to determine whether MyTravel is able to support your trip today.

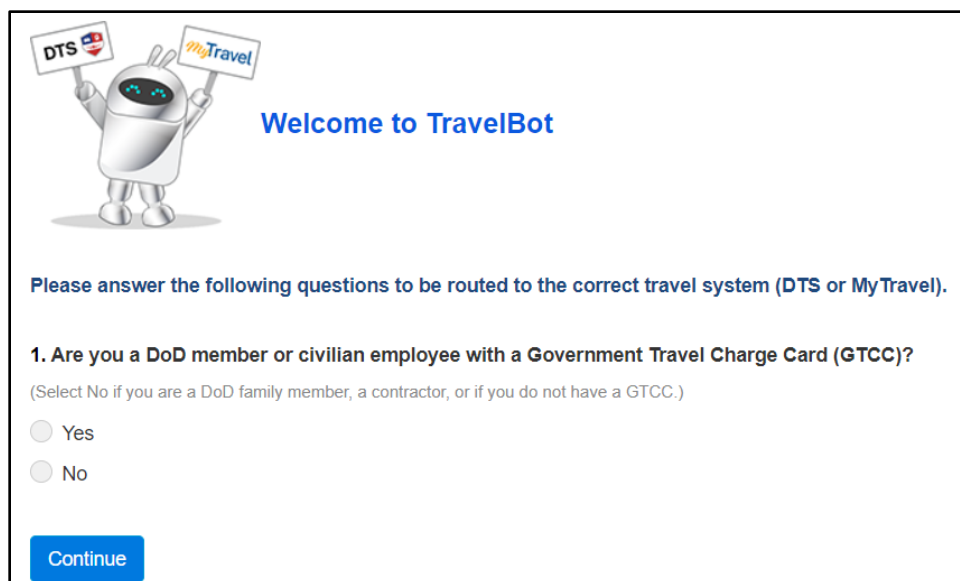


Figure 3: TravelBot (First Question)

- The first two questions take you straight to MyTravel if you have a GTCC and need to create an expense report to make a claim for official travel in the local area.
- The rest of the questions determine if MyTravel supports your TDY trip profile.
 - If it does, selecting **Continue** after the last question opens the MyTravel home screen. For more information about that screen, see the MyTravel Supplement on [Home Screen Features](#).
 - If MyTravel does not support your trip, selecting **Continue** at any time sends you to DTS.

Note: You only need to use the TravelBot once per trip. After you know MyTravel can support your travel, you can use the [direct link](#) to access the system, without going through the TravelBot again.

To create a trip request in MyTravel, you'll visit:

1. The MyTravel home screen, where you'll create your itinerary and identify the reservations you need.
2. The **Travel** module, where you'll actually make those reservations.
3. The **Requests** module to finalize your plans.

Note: If you are working as a Traveler's Proxy or Delegate, see the MyTravel Supplement on [Proxies & Delegates](#) for additional information you'll need to get started.


B. MyTravel Home Screen

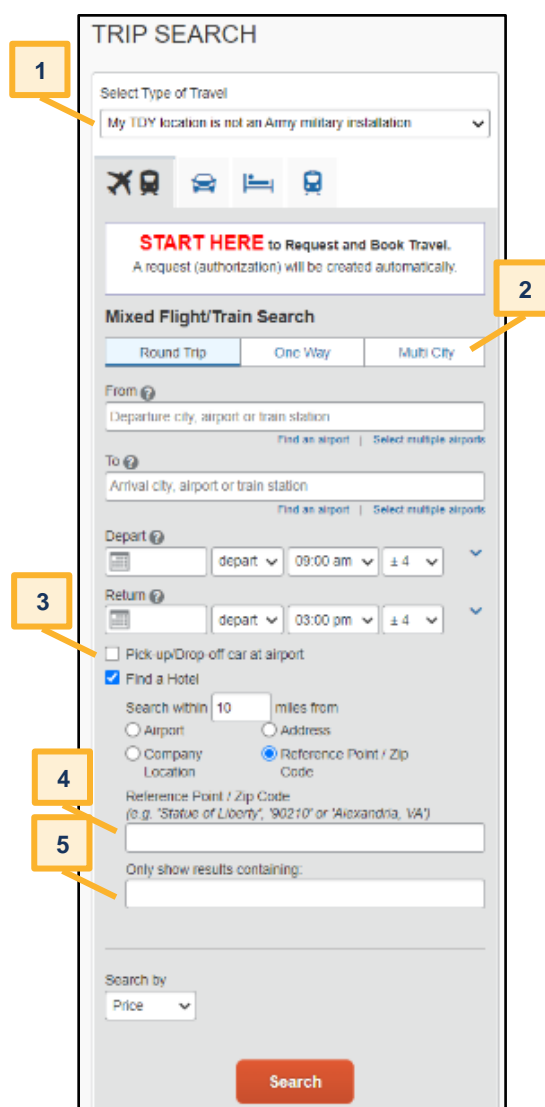
If MyTravel supports your trip, the MyTravel Home Screen opens. Start by creating your itinerary and identifying the reservations you will make in the system. Do not enter information for reservations you will make outside the automated system tool. You'll account for them later (see the **Notes** list on the next page).

Note: For help making reservations, select “Need Help?” in the bottom right corner of the screen.

1. Identify Itinerary and Required Reservations

In the left column of the home screen are the **Trip Search** options (Figure 4), where you enter your itinerary and reservation information. Most are self-explanatory but see the **Notes** below Figure 4.

 **Important Note:** If you will make any reservations at all in MyTravel, always start by filling out the **Trip Search** tool. If you won't make any reservations in the system, start your trip request by selecting **+ Start a Request** at the top of the screen, then proceeding directly to Section III.D of this Guide.



The screenshot shows the 'TRIP SEARCH' form. Callout 1 points to the 'Select Type of Travel' dropdown menu. Callout 2 points to the 'START HERE to Request and Book Travel' button. Callout 3 points to the 'Mixed Flight/Train Search' section. Callout 4 points to the 'Find a Hotel' checkbox. Callout 5 points to the 'Only show results containing:' text input field.

TRIP SEARCH

Select Type of Travel
My TDY location is not an Army military installation

✈️ 🚆 🚗 🏠 🚉

START HERE to Request and Book Travel.
A request (authorization) will be created automatically.

Mixed Flight/Train Search

Round Trip One Way Multi City

From
Departure city, airport or train station
Find an airport | Select multiple airports

To
Arrival city, airport or train station
Find an airport | Select multiple airports

Depart
depart 09:00 am ± 4

Return
depart 03:00 pm ± 4

☐ Pick up/Drop off car at airport

☒ Find a Hotel

Search within 10 miles from
☐ Airport ☐ Address
☐ Company Location ☒ Reference Point / Zip Code

Reference Point / Zip Code
(e.g. "Statue of Liberty", "90210" or "Alexandria, VA")

Only show results containing:

Search by
Price

Search

Figure 4: MyTravel Home Screen (Trip Search Options)

Notes (list numbers 1-5 equate to indicator numbers on Figure 4):

1. **Select Type of Travel** lets you select the broad travel rules under which you are traveling. Leave this set to the default option – **My TDY location is not an Army military installation**, as all other options are still in development. Those (and potentially more) will be added to this list as they move into production.
2. **Mixed Flight/Train Search** defaults to **Round Trip**. If you need to book a one-way flight or train, select **One Way**. If you are going to multiple TDY locations, select **Multi City** to add one additional TDY location. You can add additional TDY locations by selecting an **Add Segment** link that appears near the bottom of the **Trip Search** panel once for each additional TDY location you need to add.
3. **Pick up/Drop off car at airport** defaults to unchecked. **Find a Hotel** defaults to checked. You can change these selections if you need to reserve a rental car or don't need to reserve lodging.



4. Enter your TDY duty location by name, address, etc. in the **Reference Point** field.
5. Check the box and enter a text string in the **Only show results showing** field to limit your hotel results, say to a specific hotel brand or unique hotel name.



6. If you won't make a particular reservation yourself in MyTravel, do not enter it into the **Trip Search** tool. Instead, follow the path dictated by who will make the reservations (step 6.1 or 6.2):

6.1. If you will make the reservations directly with the vendor:

6.1.1. Contact the vendor directly, noting the key reservation details (e.g., date, cost).

6.1.2. On the **Expected Expenses** screen, add an expense item from the **01. Booked w/ Vendor or Post Travel Request** category for each vendor-booked reservation. See Table 8 for more information.

6.1.3. Complete the expense details (e.g., date, cost) using the information the vendor provided.

6.2. If you will ask the TMC to make the reservations, you must follow the steps below, fully and in this order, or your document will not process properly:

6.2.1. On the **Request Header** screen, select **Yes** in the **I will contact the TMC for assistance with my Reservations** field (see Section III.D.1).

6.2.2. Do not add any expense item for these reservations. The system will add all necessary entries later (in step 6.2.5).

6.2.3. Complete the rest of your trip request in the usual way.



Note: Pay very close attention to the order of and the instructions in steps 6.2.4 and 6.2.5!

6.2.4. Submit the request. The system puts it in a **Pending Travel Agency Update** status. The Approver will not see it until the TMC acts, which they will not do until you take step 6.2.5.

6.2.5. Call the TMC to explain what reservations you need them to make. When they make them, MyTravel puts expense items for them in the request and sends the trip request to the Approver.

Note: For in-system help creating travel documents, making reservations, and various other MyTravel processes, you can always select "Need Help?" in the bottom right corner of the screen (not visible in Figure 4).

C. Travel Module

When you hit **Search**, MyTravel moves you into the **Travel** module, where you make your travel reservations.

1. Select Flight or Train Reservations

If your itinerary indicates that you need to make flight or train reservations, a selection screen opens. Available options display in a matrix at the top of the screen and in a list beneath that.

Note: If the distance is short enough and the **From** and **To** locations are both served by rail, train availability displays along with available flights. For brevity, the rest of this section only addresses flights, but please be aware that train results are also possible and are fully supported.

- On the matrix, you can select a column header to limit the search results to flights on a specific airline, a row header to find flights of a particular fare type (e.g., Government fares), or a cell to limit your result by both airline and fare type.
- On the search results list (Figure 5), select a button reflecting a fare cost (Figure 5, indicator #1) to make your selection.

You can find some of the more important selectable options for booking and confirming air travel in Table 2.





The screenshot displays a flight selection interface for a United Airlines itinerary. At the top, two flight options are shown: 08:30a IAD → 10:27a DEN (Nonstop, 3h 57m) and 06:15a DEN → 11:40a IAD (Nonstop, 3h 25m), both priced at \$658.34. Below this, a section for 'Govt. fare(s) available' includes 'DEPART' (Sun, Jul 5 – Washington, DC to Denver, CO) and 'RETURN' (Sat, Jul 11 – Denver, CO to Washington, DC). The main table lists three fare options:

Fare Options	Free Checked Bags	Refundable	Selection Status	Fare Cost
Govt. Contract Discounted Rules	0	Yes Fees may apply	Green checkmark	\$658.34
Economy Flexible (E) / Economy (K) Rules	0	No	Yellow warning triangle	\$661.20
Govt. Contract Rules	0	Yes Fees may apply	Yellow warning triangle	\$822.58

Numbered callouts in the image indicate: 1 points to the \$658.34 fare cost button; 2 points to the green checkmark indicating selection; 3 points to the 'Fare Options' column header; and 4 points to the 'Refundable' status for the first fare option.


Figure 5: Select Flights & Fares

Notes:


- The following icons mark your reservation options, not just flight reservations, but rental car, and hotel reservations as well:
 -  Option is fully within policy; no justification required.
 -  Option is fully within policy, and more information is available.
 -  Option is within policy, but requires justification.
 -  You may not select this option (e.g., not within policy, sold out).
- Flights with only a single listed fare display a button showing the fare cost. Flights with multiple fares show a button labeled **Show Fares**, as seen in Figure 5. Select it to see all available fares. Pay attention to policy compliance icons (Figure 5, indicator #2), flight classes (Figure 5, indicator #3), and refund information (Figure 5, indicator #4). They all provide important information.
- If you select a fare that requires justification, the **Travel Rule Triggered** screen (Figure 6) opens. It gives you 1 or 2 fields to enter the reasons and justifications for your selection, and then identifies both your selection and up to 5 options (if applicable) that better adhere to DoD travel policy.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

 Fare is nonrefundable.
Please choose the reason for selecting this travel option. If more than one reason applies, select the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

 This is the CPP carrier for this market, but a non-contract fare above the lowest CPP fare.
Please choose the reason for selecting this travel option. If more than one reason applies, select the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

Please explain why you selected this flight. Unselected fares are logged for your Approving Official.

Save Cancel

The selected fare was: \$661.20
The least cost logical fare was: \$658.34

Chosen:

Cost: \$661.20

Outbound Flight


	1228	Washington Dulles Intl Airport (IAD)	07/05/2020 8:30 AM	Denver Intl Airport	07/05/2020 10:27 AM	Airbus A319
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Figure 6: Travel Rule Triggered Screen

After selecting your flights, and justifying them if necessary, MyTravel presents a screen that lets you review the details of your chosen flight, accept or change it, select your seats, and more before you confirm the flight to move forward.

Table 2: Key Selectable Flight Options

Select ...	To ...
Key: *=Visible on screenshot (Figure 5) [SR]= Search Results Screen, [R]= Review Screen, [SS]= Seat Selection Screen	
[SR] Total Estimated Cost	Reservations made thus far
[SR] Trip Summary	Total trip cost thus far
[SR] Change Search	Search for flights again after altering one or more details
[SR] Various filter options	Limit or reorder your search results
[SR] Shop by Fares, Shop by Schedule, Flight Number Search	Limit or reorder your search results
[SR] Matrix column, row, or cell	Limit search results to a vendor, fare type, or both
[SR] *Rules	See the flight booking rules that apply to this flight (e.g., advance reservations, cancellations)
[SR] Benefits / Services	See what's included in the ticket price
[SR] *A single fare (e.g., \$658.34)	Reserve a flight at that fare, open [R]
[SR] View seats	Go to [SS] (view only)
[R] Select a seat	Go to [SS] (selectable)
[SS] Available flights, individual seats, Select Seat	Select a flight and seat

2. Select Rental Car Reservations

If your itinerary indicates that you need to make rental car reservations, the rental car search results screen opens. It displays all available rental cars in a matrix at the top of the screen and in a search results list at the bottom.

- On the matrix, you can select a row header, column header, or a cell to limit the search options list to cars from a specific vendor, in a specific category (e.g., compact), or both.
- On the search results list (Figure 7), select a button reflecting a rental car cost next to an item on the list to make your selection. Table 3 contains a list of the most important rental car booking and confirmation options.

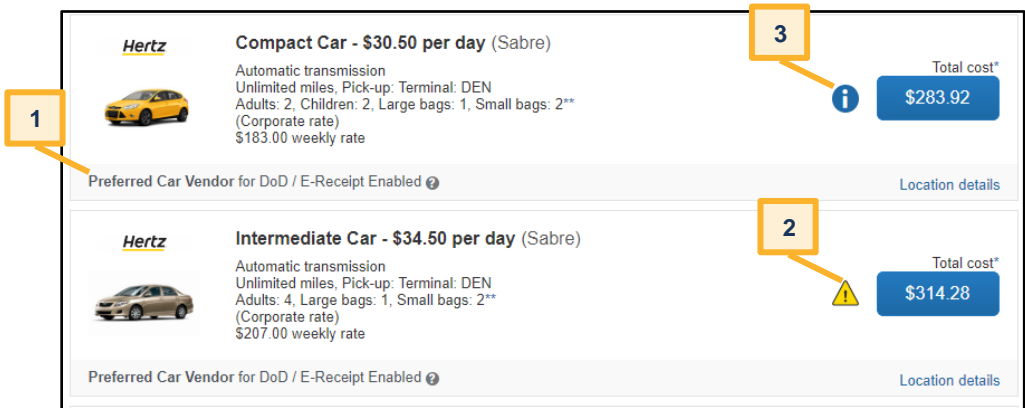


Figure 7: Select Rental Car

Note: Notes under each available car (Figure 7, indicator #1) identify whether the vendor is a DoD preferred vendor, is e-receipt enabled, etc. The icons indicate whether a car does (Figure 7, indicator #2) or does not (Figure 7, indicator #3) require a justification. Selecting a vehicle that requires a justification opens a screen similar to the flight justification screen (Figure 6).

After selecting your rental car, and justifying it if necessary, MyTravel offers you a screen that lets you review the details of your chosen vehicle, accept or change it, and more before you confirm the rental to move forward.

Table 3: Key Selectable Rental Car Options

Select ...	To ...
Key: *=Visible on screenshot (Figure 7) [S]= Search Results Screen, [R]= Review Screen	
[SR] Trip Summary	Reservations made thus far
[SR] Total Estimated Cost	Total trip cost thus far
[SR] Change Car Search	Search for cars again after altering one or more details (e.g., exclude leave days or search for off-airport vendor)
[SR] Various filter options	Limit or reorder your search results
[SR] A single matrix column, row, or cell	Limit search results to a fare type, vendor, or both
[SR] [R] * Location details	See vendor contact information, operating hours, etc.
[SR] *A single rental cost (e.g., \$283.92)	Reserve a vehicle at that rate, open [R]



3. Select Lodging Reservations

If your itinerary indicates that you need to make lodging reservations, the **Hotel Per Diem Locations** screen (Figure 8) opens. It asks you to confirm your per diem rate. If the correct rate does not display, use the drop-down menu (Figure 8, indicator #1) to change the **Location** before continuing.

Hotel Per Diem Locations

Search for Locations near:

Country/Region (Select a Country/Region to get a list of locations or States)
 United States (US) ▼

State/Province ⓘ
 Colorado (CO) ▼

Location
 Denver -- Denver County ▼

Lodging Rate	Meals Rate	Incidentals Rate
\$ 199	\$ 74	\$ 5

Figure 8: Hotel Per Diem Locations Screen

After you confirm your per diem rate, the lodging search results screen (Figure 9) opens. That screen displays available hotels on a map at the top of the screen and in a list at the bottom. Select the **Show Rooms** button next to any hotel to see the available room rates at that hotel. If a hotel you are interested in displays a **Show Rates** button, select that button to see the available rates for that hotel. Select a button reflecting a room rate (Figure 9, indicator #1) to make your selection. Table 4 contains a list of the most important lodging booking and confirmation options.

5. Staybridge Suites Denver Downtown
 333 West Colfax Avenue, Denver, CO 80204 Map it

0.41 miles ★★☆☆☆


FedRooms Hotel / E-Receipt Enabled

Room Options

Government Rate - Studio Suite 1 Queen Nonsmoke Complimentary High Speed Internet Access Is A Great Way To In Touch With Home (Sabre)	✓	\$109
FedRooms - Studio Suite 1 Queen Nonsmoke Complimentary High Speed Internet Access Is A Great Way To In Touch With Home (Sabre)	✓	\$109
Book Now, Pay Later - Studio Suite 1 Queen Nonsmoke Complimentary High Speed Internet Access Is A Great Way To In Touch With Home (Sabre)	!	\$170 Not Allowed
Best Flexible Rate - Studio Suite 1 Queen Nonsmoke Complimentary High Speed Internet Access Is A Great Way To In Touch With Home (Sabre)	i	\$179
Book Now, Pay Later - Standard Room When You Arrive At The Hotel We Will Do Our Best To Meet Your Suite Type And Bed Type Preferences. These (Sabre)	!	\$184 Not Allowed
Book Now, Pay Later - Studio Suite 2 Queen Non Smoke Complimentary High Speed Internet	!	\$184


Figure 9: Select Hotel & Room Rate

Notes:

1. Red icons (Figure 9, indicator #2) show options that are unavailable, either because the hotel is sold out or the room selection policy is contrary to DoD policy in some way, such as requiring pre-payment.
2. If you select a room rate that requires a justification, MyTravel opens a screen similar to the flight justification screen (Figure 6).
-  3. Pay attention to the notes under the photograph of the hotel (Figure 9, indicator #3). They let you know whether the hotel is a DoD Preferred hotel (these exist in Integrated Lodging Program (ILP) locations), is a FedRooms participant, is FEMA approved, provides e-receipts, and more.

After selecting a rate and justifying it if necessary, MyTravel displays a screen that lets you review the hotel details, accept or change the hotel, accept the cancellation policy, and more before you confirm the booking and to forward.

Table 4: Key Selectable Lodging Options

Select ...	To ...
Key: *=Visible on screenshot (Figure 9) [SR]=Search Results Screen, [RR]= Room Rates Expanded, [R]= Review Screen	
[SR] Trip Summary	Reservations made thus far
[SR] Total Estimated Cost	Total trip cost thus far
 [SR] Change Search	Search for lodging again after altering one or more details (e.g., exclude leave days)
[SR] Various filter options	Limit or reorder your search results
[SR] Various map display options	Change the view type (street, satellite, etc.), zoom in, zoom out, or re-center the map
[SR] Map it	Highlight a single property on the map
[SR] *Hotel Details	See hotel contact info, policies, amenities, etc.
[SR] Get Rates	See room rates not provided by initial search (number of rates provided is limited to speed processing time)
[SR] View Rooms/*Hide Rooms	Open and close [RR]
[RR] *Rules and cancellation policy	See hotel rules and cancellation policies
[RR] *A single room rate (e.g., \$183)	Reserve a room at that rate, open [R]
[R] I agree to ...	Register that you have read and understand the hotel's rate rules, restrictions, and cancellation policy

4. Finalize Reservations

After you've made and accepted all the reservations indicated by your itinerary, review them on the **Travel Details** screen. You can also change your itinerary and reservation details from that screen by using the many **Edit**, **Add**, **Change**, and **Cancel** links on it.



Note: At the top of the **Travel Details** screen is the **Trip Overview** section (Figure 10). If you need to enter new or adjust your current rental car or lodging reservations (say, to add one you forgot or to exclude any full days of leave), use the **Car** (Figure 10, indicator #1) and **Hotel** (Figure 10, indicator #2) links in that section. Remember to only make reservations for your official (i.e., non-leave) days.

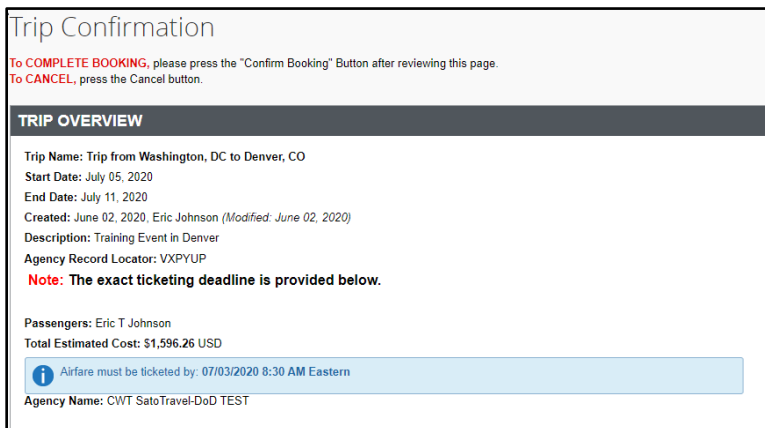
Figure 10: Travel Details Screen (Trip Overview Section)

When you select **Next>>** to proceed, the **Trip Booking Information** screen (Figure 11) opens.

Figure 11: Trip Booking Information Screen

Among other options, the **Trip Booking Information** screen lets you edit the automatically generated **Trip Name** (Figure 11, indicator #1), enter a **Trip Description** (Figure 11, indicator #2) of your choosing, and select early ticketing (Figure 11, indicator #3), if needed. These are all optional steps, unless directed by your Component or local policy.

Select **Next>>** to proceed the **Trip Confirmation** screen (Figure 12), where you can review and finalize your reservations.



Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from Washington, DC to Denver, CO
 Start Date: July 05, 2020
 End Date: July 11, 2020
 Created: June 02, 2020, Eric Johnson (Modified: June 02, 2020)
 Description: Training Event in Denver
 Agency Record Locator: VXPYUP
Note: The exact ticketing deadline is provided below.

Passengers: Eric T Johnson
 Total Estimated Cost: \$1,596.26 USD


i Airfare must be ticketed by: 07/03/2020 8:30 AM Eastern

Agency Name: CWT SatoTravel-DoD TEST

Figure 12: Trip Confirmation Screen (Top)

Four navigation buttons display at the bottom of the **Trip Confirmation** screen. Two (**Previous** screen and **Cancel Trip**) are self-explanatory. The other two are:

1. **Display Trip:** Shows all your reservations and provides options to make changes if necessary.
2. **Confirm Booking>>:** Creates the actual trip request and moves you into the MyTravel **Requests** module.

 **Note:** If you fail to confirm your flights within 24 hours of making your last reservation, MyTravel cancels your air reservations. This adheres to a standard travel industry practice to ensure that you don't hold reservations for long periods without purchasing them. If MyTravel cancels your air reservations for this reason, your request becomes permanently unusable, meaning that if you will take this trip, you must re-create the request from scratch.

On the other hand, if you confirm your flights on time, but don't submit the trip request, all your reservations will remain intact, but MyTravel will send you emails (one after 24 hours and one every 3 days after that) to remind you that you have an un-submitted request.

D. Requests Module

When you are creating a new trip request and arrive in the **Requests** module for the first time, you land on the **Edit Request Header** screen (Figure 13). When you open a trip request that already exists, it opens on the **Expected Expenses** screen (Figure 14) instead.



Note: If you don't to make any reservations in the system, you arrive on this screen immediately after you select **+ Start a Request** on the MyTravel home screen. When that happens, there a few small changes to what you see in Figure 13, but the screen functions as stated in Section III.D.1 below. Those changes are:

1. The screen is called the **Create Request Header** screen.
2. The blue button in the bottom right corner is called **Create Request**.
3. Because you haven't entered your itinerary information yet, there are more fields you need to complete, such as you TDY location and travel dates.

1. Edit Request Header Screen

The **Edit Request Header** screen displays administrative information about the trip and you, the Traveler.

The screenshot shows the 'Edit Request Header' form with the following fields and callouts:

- 1:** Request Name (Trip from Washington D.C. to Oklahoma Ci)
- 2:** Request Policy (*DOD Travel-to-Request w Offline PNR Update)
- 3:** TDY Location - City (US, Oklahoma City, Oklahoma)
- 4:** TDY Location - Country (UNITED STATES (US))
- 5:** Trip Purpose (2 Training)
- 6:** Branch of Service (NA)
- 7:** Save button

Other visible fields include: Request ID: 33QD, Start Date (02/05/2023), End Date (02/11/2023), C/E/O (CTR) Contractor, Rank/Grade (NA), Duration (Days) (7), and a checkbox for 'I will contact the TMC for assistance with my Reservations' (Yes).

Figure 13: Edit Request Header Screen

Check the entire screen for accuracy. Four items of particular interest are (list numbers equate to indicator numbers on Figure 13):

1. **Limited document information:** The top of the screen displays the trip name and **Request ID** number. You'll need the latter if you seek assistance with this document from a Travel Manager or the MyTravel help desk.
2. **Request Policy:** This field identifies the rules that affect this TDY. In most cases, you should leave this set to the default setting – **DOD Travel-to-Request w Offline PNR Update**. There is currently only one alternative:
 - **DOD Government Funded Leave:** Select this if your travel is related to Emergency Leave, Emergency Visitation Travel (EVT), Funded Environmental and Morale Leave (FEML), Rest and Recuperation (R&R), or Special Rest and Recuperation (SR&R).



Note: Once you've saved the **Request Policy**, you can't change it. Since the selected option determines which expense types are available, make sure you choose wisely. If you save the wrong one, you'll have to re-create the trip request. See Section III.D.3 for available expense types.

3. **TDY Location – City:** This entry usually displays your arrival airport. If it does, and if you're not TDY to the airport, adjust it to reflect your actual TDY location. This doesn't affect any allowances, but your travel order should reflect your actual TDY location.
4. **Trip Purpose:** When initially created, a trip request is always missing this information. You must select one from the drop-down menu.
5. **I will contact the TMC for assistance with my Reservations:**
 - 5.1. Select **Yes** only if you will call the TMC directly to make at least one reservation for you.
 - 5.2. Leave it set to the default **No** in all other cases. Generally, this means that you did or will request all necessary reservations either through the system or by contacting the vendor directly.
6. **Comment:** Enter comments as desired or if required by your local or Component business rules.
7. When you're done updating the screen, select **Save**. The **Expected Expenses** screen (Figure 14) opens.

2. Expected Expenses Screen

The **Expected Expenses** screen (Figure 14) displays the expenses you anticipate incurring in relation to the upcoming trip. It also serves as the home screen for your trip request. You access all other screens from it and return to it when you have finished on that screen.

The screenshot shows the 'Expected Expenses' screen for a trip titled 'Trip from Washington to Kansas City \$1,245.85'. The status is 'Not Submitted' with Request ID '33AN' and a required approval date of '09/18/2022 10:38 PM'. Callout 1 points to the 'Cancel Request' button, and callout 2 points to the 'Submit Request' button. Callout 3 points to the trip title and status area. Callout 4 points to the 'Request Details' dropdown menu. Callout 5 points to the 'Expected Expenses' section header. Callout 6 points to the 'Add' button in the expense table.

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Airfare (Self Booked)	Washington (IAD) - Chicago (ORD)	09/19/2022	\$709.19	\$709.19
<input type="checkbox"/> Rental Car (Self Booked)	Kansas City, Missouri - Kansas City, Missouri	09/19/2022	\$269.66	\$269.66
<input type="checkbox"/> Hotel/Lodging (Self Booked)	Kansas City, Missouri	09/19/2022	\$267.00	\$267.00
				\$1,245.85

Figure 14: Expected Expenses Screen

The **Expected Expenses** screen displays (list numbers equate to indicator numbers on Figure 14):

1. **Expanded document information:** This information appears at the top of many screens. It includes the trip name, total cost, current status, Request ID, and approval deadline.



Note: The approval deadline is set by your departure date or by the booking rules of your flight. If the Approver fails to approve your request by this time, you will lose your flight reservations and cannot continue processing this document. If you are going to take this trip, you'll have to re-create the request from scratch.

2. **Buttons:** Table 5 explains the buttons and their effects. Not all are available at all times.

Table 5: Buttons at the Top of Most Requests Module Screens

Select ...	To ...
Recall (may appear under More Actions *)	Take back control of the document to make changes to it. Only displays between submission and approval.
Cancel Request (may appear under More Actions *)	Cancel all reservations and prevent further use of this document. Displays when you make reservations through the TMC (otherwise, displays at submit). Displays until cancellation, document closure, or expense report creation.
Close Request (when active, always appears under More Actions *)	Remove the document from the active queue. You only need to select it when a Travel Manager or the help desk tells you to. Only displays after approval.
Submit Request	Send the document for approval. Don't use until your trip request is fully complete and accurate. Only displays before submission.
Create Expense Report	Create an expense report that is linked to this expense report. See Section IV (below) for full instructions. Only displays after approval.
* Note: Only two buttons display at a time. If at least three selectable options are active, a More Options "menu button" displays as one of them. Select it to see all other available options.	


3. Links:

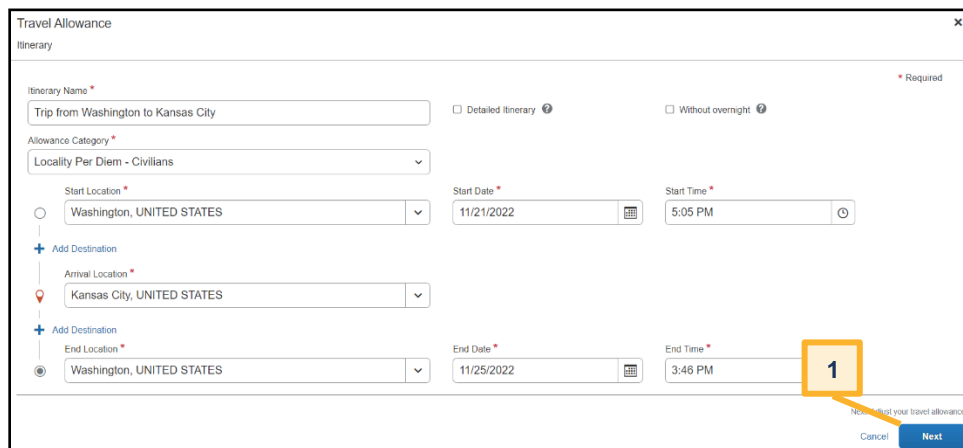
- **Request Details** provides a drop-down menu of links that display other **Requests** module screens and summary information. The request content and current status determines which links display, so you may not see them all. Table 6 lists the possible drop-down menu links and provides the section of this guide that gives further information about each one.

Table 6: Links Available under Request Details

Find explanation for link ...	In Section ...
Edit Request Header	III.C.1
Request Timeline	III.C.5
Audit Trail	III.C.6
Allocation Summary	III.C.7
View request	III.C.8

- **Print/Share** lets you print key document details, save it as a PDF, or email it as needed.

- **Attachments** lets you work with attachments – add them, view them, remove them, etc.
 - The first time you select the link, your only option is to **Attach Documents**. You can attach .PDF or image (.PNG, .TIF, .GIF, etc.) files, but MyTravel doesn't support attaching MS Office files. MyTravel converts (if necessary) all attachments to .PDF format and places an icon (📎) next to the **Attachments** link. The maximum .PDF file size is 5 MB.
 - If you've attached at least one document, the drop-down offers three options:
 - **View Documents:** Opens a .PDF viewer that lets you see an attached .PDF.
 - **Attach Documents:** Lets you add new documents. MyTravel will add them into the most recently attached .PDF until it reaches 5 MB (the maximum file size), then create a new .PDF file. There is no limit to the number of .PDF files you can attach.
 - **Delete Documents:** Removes an attached .PDF from the system. There is no option to remove individual uploaded documents from an attached .PDF.
-  **Manage Travel Allowance** lets you add and manage per diem allowances for one or more TDY locations. You must add a travel allowance on every trip that includes any expenses or allowances the Government will pay for – in other words, for almost every trip.
 - The first time you select it, you only see an **Add Travel Allowance** option. Select it to display the **Travel Allowance Itinerary** screen (Figure 15). Use the tools on that screen to reflect:
 - Your **Allowance Category** (e.g., **Civilians**, **Enlisted**, or **Officers**). The other categories – **Dependents** and **Invitational** – are for future expansion. Do not select them.
 - The correct per diem dates and locations. Delete all locations where you won't receive a per diem allowance (for example, locations that include a short layover or plane change). You are finished when you only see a **Start Location**, a single entry for each TDY **Destination**, and an **End Location** (as seen in Figure 15, which shows a trip with only one TDY location). Select **Next** (Figure 15, indicator #1) to move to the **Travel Allowance Adjustments** screen (Figure 16).



Travel Allowance Itinerary

Itinerary Name *
Trip from Washington to Kansas City

Allowance Category *
Locality Per Diem - Civilians

Start Location *
Washington, UNITED STATES

Start Date *
11/21/2022

Start Time *
5:05 PM

Arrival Location *
Kansas City, UNITED STATES

End Location *
Washington, UNITED STATES

End Date *
11/25/2022

End Time *
3:46 PM

Next

Figure 15: The Travel Allowance Itinerary Screen

The screenshot shows the 'Travel Allowance Adjustments' screen. It features a table with columns for Date/Location, Exclude Day, Meal Type, Reduced OCONUS Incidentals, Actuals (300%), Allowance Limit, and Reimbursement Amount. Callouts are as follows: 1 points to the 'Exclude Day' checkbox; 2 points to the 'Meal Type' dropdown; 3 points to the 'Reduced OCONUS Incidentals' checkbox; 4 points to the 'Actuals (300%)' checkbox; 5 points to the 'Allowance Limit' column; and 6 points to the 'Reimbursement Amount' column. The table lists travel days from Sunday, 02/05/2023 to Wednesday, 02/08/2023, all in Albany, UNITED STATES. The 'All Days' row is at the top, followed by individual days. The 'Finish' button is at the bottom right.

Date/Location	Exclude Day	Meal Type	Reduced OCONUS Incidentals	Actuals (300%)	Allowance Limit	Reimbursement Amount
All Days Dates: 7	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Sun, 02/05/2023 Albany, UNITED STATES	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$114.00	\$51.75
Mon, 02/06/2023 Albany, UNITED STATES	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$114.00	\$69.00
Tue, 02/07/2023 Albany, UNITED STATES	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$114.00	\$69.00
Wed, 02/08/2023 Albany, UNITED STATES	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	\$114.00	\$69.00

Figure 16: The Travel Allowance Adjustments Screen

- Use the tools on the **Travel Allowance Adjustments** screen (Figure 16) to make changes to your per diem allowances for the whole trip (first row options) or for individual days. You may not see all the options listed here. MyTravel only displays those that could apply to you:

- **Exclude Day** (Figure 16, indicator #1): Check the box to zero out your per diem for the selected day (for example, if you took leave for the full day).



Note: Never select this option for your first and last travel days.

- **Meal Type** (Figure 16, indicator #2): On any day you should not receive the full locality meal rate, identify the option that provides the correct meal rate:

- **Meals Available (1 or 2) or Meals Provided (1 or 2)** to receive a Proportional Meal Rate (PMR).
- **Meals Available (3)** to receive a standard Government Meal Rate (GMR).
- **Meals Provided (3)** to receive an Incidental Expense Only rate.

Note: For more information about when the various per diem rates apply, see JTR, par. 020304-A, Table 2-12.

- **xDiscount GMR** to receive a discounted GMR.



Note: **xDiscount GMR** is very rare! If it's available at all, only select it if you are not authorized M&IE but will be charged for meals when 1) on a U.S. Government vessel, 2) on field duty, 3) in a group travel status, or 4) authorized essential unit messing.

- **Reduced OCONUS Incidentals** (Figure 16, indicator #3): On trips to foreign OCONUS locations, defaults to checked for all days. Uncheck a box to get the full locality OCONUS incidental rate instead of the reduced rate (\$3.50) for the selected day.

- **Actuals (300%)** (Figure 16, indicator #4): Check the box to show that you are eligible for an increased lodging and/or meals allowance on the selected day. Then enter the reimbursable amount for each day by entering an **Actual Lodging** and/or **Actual Meals** expense type on the **Expected Expenses** screen (see Section III.D.3).
Note: Using the above options affects the totals shown in the **Allowance Limit** and/or **Reimbursement Amount** columns (Figure 16, indicator #5).
- **Finish** (Figure 16, indicator #6): Saves the changes and creates one **Travel Allowances** expense item on the **Expected Expenses** screen. On it, select the chevron (V) icon on that row to see your meals allowance and incidentals allowance as separate items.
- If you’ve already added travel allowances, selecting the **Manage Travel Allowance** link shows **Edit Travel Allowance** and **Edit Adjustments** options, which let you change the information on the **Travel Allowance Itinerary** screen and **Travel Allowance Adjustments** screens respectively.
- When you submit the document to the Approver, the **Edit Travel Allowance** and **Edit Adjustments** options change to **View Travel Allowance** and **View Adjustments**, so you can see, but not edit them. You must **Recall** the document to be able to edit them again.
Note: Certain rare and specific changes require you to delete the itinerary and re-create it. If you must make this type of change, pop-up screens will walk you through the necessary steps. This is intended to be a short-term solution.



4. **Trip** tile. This tile shows the total cost of your reservations and the passenger name record (**PNR**) identifier. Knowing the PNR is vital if you need to discuss your reservations with the Travel Management Company (TMC).

Note: Other tiles may also appear. For example, if you open a trip request for which you’ve already created an expense report, a tile shows you the amount you claimed on that expense report. These additional tiles are generally self-explanatory.

5. **Action buttons:** Table 7 provides additional information about the buttons.

Table 7: Buttons on the Expenses Screen

Select ...	To ...
Add	Add an expense. See Section III.D.3.
Edit*	Edit the details of an expense. See Note below table.
Delete*	Self-explanatory.
Allocate*	Allocate an expense. See Section III.D.4.
*Initially inactive. Select an expense to activate it.	

Note: An alternative to using the **Edit** button is to select the expense line to open the **Edit Expense** screen.

6. A list of expense estimates attached to the trip request and the key details of each, such as the expense type and estimated cost.

Note: Reservation expense items reflect both their type and manner of booking. In the list below, the **<Type>** can be **Airfare**, **Hotel/Lodging**, **Rental Car**, or **Train Fare**. For the manner of booking:

- a. Reservations booked through the **Trip Search** tool display as **<Type> (Self Booked)**, as seen in Figure 14.
- b. Reservations booked by contacting the TMC outside the **Trip Search** tool do not initially display at all. When the TMC books them, they also appear as **<Type> (Self Booked)**.
- c. Reservations booked directly with the vendor display as **<Type> – Booked w/o MyTravel**.

3. New Expense Screen

Selecting **Add** on the **Expected Expenses** screen opens a pop-up menu that lets you select the expense type you want to add. After you choose an expense type, the **New Expense** screen (Figure 17) displays.

New Expense: Terminal Parking
08/27/2020

Allocate

Transaction Date *
08/27/2020

Transaction Amount *

Currency *
US, Dollar

Comment

Cancel

Save

Figure 17: New Expense Screen

This screen provides fields to enter key information about the expense, such as the anticipated transaction date and amount. The specific fields that display and which ones are mandatory vary by expense type. If you add a **Comment**, an icon (💬) appears next to the expense item on the **Expected Expenses** screen.

If you anticipate paying for the expense in the local currency instead of paying in dollars or with a GTCC, change the **Currency** field to reflect that fact. Table 8 shows all available expense types available on a trip request.

Notes:

- 1. You'll never see all the expense types shown on Table 8 on a request. That table shows a comprehensive list of all expense types available for every **Request Policy** (see Figure 13). Columns to the right of **Notes** show which expense types are available for each selectable **Request Policy**. Those marked "TDY" display for a typical TDY trip. "GFL" is for any of the Government-funded leave trip types (see Section III.D.1).
- 2. The category numbers (e.g. "01.") that you see in the **Expense Type** column are for on-screen organization within MyTravel only. They do not impact your expenses or eventual reimbursement.

Table 8: Selectable Expenses on Trip Request



The TravelBot does not support the use of items in red. Do not use them unless specifically authorized to do so.

Expense Type	Expense	Notes	TDY	GFL
01. Booked w/ Vendor or Post Travel Request	Airfare – Booked w/o MyTravel	Estimated cost of reservations you booked directly through a vendor (e.g., airline, hotel)	Yes	Yes
	Hotel/Lodging – Booked w/o MyTravel		Yes	No
	Rental Car – Booked w/o MyTravel		Yes	No
	Train Fare – Booked w/o MyTravel		Yes	Yes

Expense Type	Expense	Notes	TDY	GFL
02. Booked within MyTravel	Airfare	You can only use these on an expense report to add reservations not approved on a request (e.g., due to last-minute travel or changes after travel began)	Yes	Yes
	Hotel/Lodging		Yes	Yes
	Rental Car		Yes	Yes
	Train Fare		Yes	Yes
03. Transportation	Airline Fees	Must select type of fee (e.g., excess baggage)	Yes	Yes
	Commercial Bus Fare		Yes	Yes
	Constructed Travel Expense	Enter mileage allowance if driving your POV as a preference	Yes ⁽¹⁾	No
	Government Vehicle Fuel		Yes	No
	POV Mileage	Must select mileage rate (e.g., POV used when GOV available) and type (e.g., to/from TDY location)	Yes ⁽¹⁾	Yes
	Private Plane – Fees		Yes	No
	Public Transportation	Must select transportation type (e.g., ferry)	Yes	No
	Public Transportation (between interim GFL airports only)		No	Yes
	Rental Car Fuel		Yes	No
	TDY Parking		Yes	No
	Taxi/Car Service	Must select location (e.g., at TDY location)	Yes	No
	Terminal Parking		Yes	No
	Tolls		Yes	No
04. FEML ONLY - Transportation	POV to/from terminal using Other Mileage rate	Although these appear for any type of GFL travel, you may only use them during FEML travel	No	Yes
	Public transportation to/from terminal		No	Yes
	Taxi/Car Service to/from terminal		No	Yes

Expense Type	Expense	Notes	TDY	GFL
04. Lodging	Dual Lodging	Cost of 2nd lodging room on same night (e.g., TDY within TDY)	Yes	No
	Hotel Taxes	Not for use with OCONUS lodging	Yes ⁽²⁾	No
	Internet/Wi-Fi Fees (for Official Use)		Yes	No
	Lodging Allowance Adjustment	Used for voluntarily stays at lodging over per diem limit	Yes ⁽²⁾	No
	Lodging Resort Fees		Yes	No
06. Other	Conference Registration Fee		Yes	No
	Immunizations/Inoculations		Yes	No
07. Military Working Dog	Hotel Fees for Mil Work Dog		Yes	No
	Kennel Handling Fee Mil Work Dog		Yes	No
08. International Related Expenses	Foreign Country Entry/Exit Fees/Taxes		Yes	No
	Foreign Currency Conversion Fees		Yes	No
	International Drivers Permit Fees		Yes	No
	International Guide Services/Driver		Yes	No
	International Transaction Fees		Yes	No
	Passport/Visa Fees		Yes	No
09. Actual Expenses	Actual Lodging Expenses	Use one or both to itemize daily costs when an Actual Expense Allowance (AEA) is approved; don't use if claiming any travel (per diem) allowances	Yes	No
	Actual M and IE Expenses		Yes	No

Notes:

⁽¹⁾ See **Notes about Constructed Travel Expense Items**, below.

⁽²⁾ See **Notes about Adjusting Lodging Allowances**, below.

Notes about Constructed Travel Expense Items

When you want to drive your POV (car or motorcycle only) to, from, or between TDY locations, you must take the following steps:

1. Complete the trip request to show how you want to accomplish the trip, entering a single **POV Mileage** expense item for each travel leg (official location to official location). If any of those expense items are over 400 miles, the system will:
 - 1.1. Require you to delete it. Before you do, take a note of the dollar value of the mileage allowance. You'll need it in the next step.
 - 1.2. Create a single **Constructed Travel Expense** item to show the total dollar value of all the mileage allowances you deleted.

Note: The **Constructed Travel Expense** item does not calculate the mileage allowance. You must enter it as a single value. That's why you noted the dollar value of the **POV Mileage** expense items you deleted.

- 1.3. Complete and attach a [Constructed Travel Worksheet](#) (CTW) to help the Approver decide whether your requested trip is advantageous to the Government. If the Approver determines that:
 - The trip is advantageous to the Government, they will approve your trip request as is, allowing you to receive the full POV mileage allowance.
 - The trip is not advantageous to the Government, they will return the trip request, asking you to lower the dollar value of the **Constructed Travel Expense** item to the trip's constructed cost per the CTW.

For more about constructed travel in MyTravel, see the MyTravel Tips paper *Constructed Travel in MyTravel* in the *MyTravel Tips* section of the page at <https://www.travel.dod.mil/Programs/DoD-Travel-Systems/MyTravel/>.

Notes about Adjusting Lodging Allowances

Use this expense item when your allowable lodging reimbursement limit is less than the full locality lodging allowance (for example, when you are TDY to an ILP location). If you voluntarily choose to use lodging that exceeds the lower reimbursable limit, to avoid being overpaid and going into debt, you must usually enter a **Lodging Allowance Adjustment** expense item with a negative cost equal to the amount that your lodging exceeds the lodging reimbursement limit.

- **Example:** You are TDY for 3 nights to an ILP location. The lodging reimbursement limit is \$100/night, so your lodging reimbursement is capped at \$300. The hotel you selected charges \$120/night, for a total cost of \$360 for the full stay. You must enter a (-\$60.00) adjustment to avoid being overpaid. You must also reduce your lodging tax claim, to make sure your claim does not exceed the amount you would have received if had you stayed within the reimbursable limit.
- **Exceptions:** You don't have to use the self-limitation process if you meet any of the JTR's exceptions for mandatory use of ILP properties. See JTR, par. 020303 for a full explanation of those exceptions.

4. Allocate Screen

Use the **Allocate** screen (Figure 18) to add one or more lines of accounting (LOAs) to a trip request. An LOA identifies the source of the funds that will pay for the trip. If you add more than one LOA, the screen also lets you allocate the trip costs – by dollar amount or percentage – to the selected LOAs.

To get to the **Allocate** screen, select any expense on the **Expected Expenses** screen (Figure 14) then select **Allocate** on the row of buttons (Figure 19, indicator #4).

The screenshot shows the 'Allocate' screen with the following elements and callouts:

- Callout 1:** Points to the 'Add' button in the action bar.
- Callout 2:** Points to the 'Percent' and 'Amount' tabs at the top of the allocation section.
- Callout 3:** Points to the 'Save as Favorite' button in the action bar.
- Callout 4:** Points to the 'Save' button at the bottom right of the screen.

The screen displays the following information:

- Header:** Allocate, Expenses: 3, \$1,617.64
- Allocation Summary:**
 - Amount: \$1,617.64
 - Allocated: \$1,617.64 (100%)
 - Remaining: \$0.00 (0%)
- Default Allocation:** Code: TEST ORG, Percent %: 0
- Table:**

LOA Group	LOA Label	Code	Percent %
<input type="checkbox"/>	TEST ORG	20 TEST LOA LABEL 2	75
<input type="checkbox"/>	TEST ORG	20 TEST LOA LABEL 3	25
- Buttons:** Add, Edit, Remove, Save as Favorite, Cancel, Save

Figure 18: Allocate Screen

The **Allocate** screen lets you (list numbers equate to indicator numbers on Figure 19):

1. **Add, Edit, or Remove** an LOA. All involve secondary actions such as identifying the LOA you want to add (Figure 19), updating any incorrect information, or acknowledging a removal.
2. Allocate expense costs between LOAs by **Percent** or **Amount** if you added multiple LOAs to your trip request.
3. Select **Save as Favorite** to create a short list of LOAs or LOA combinations that you use frequently. On subsequent trips, you can use the **Favorite Allocations** tab (Figure 19, indicator #1) to quickly find your favorite LOAs and LOA combinations.

1

2

Figure 19: Add Allocation Screen

4. Select **Save** on the **Allocate** screen to close the screen and return to the **Expected Expenses** screen.

Note: If you want to allocate expenses to LOAs by expense type or date rather than by dollar amount or percentage, on the **Expected Expenses** screen (Figure 14), check the box to the left of every expense you want to charge to a single LOA, then select **Allocate** and assign the appropriate LOA as explained above. Repeat that process until you've included every LOA that you need to use and allocated all of your expected expenses.

5. Request Timeline Screen

The **Request Timeline** screen (Figure 20) tracks the document's approval progress.

To get to the **Request Timeline** screen, select the **Request Details** link at the top of the **Expected Expenses** screen (Figure 14, indicator #3), then the **Request Timeline** link from the drop-down menu.

On the left, the screen shows the key steps in the approval process and the person or system responsible for each step. Green checkmarks identify completed steps. On the right is a list of all completed actions, the name of the person or system that accomplished them, and when.

Although an **Edit** link appears on the screen, DoD has disabled it.



The screenshot shows a window titled "Request Timeline" with a close button (X) in the top right corner. Below the title bar, it says "Trip from Washington to Cleveland | \$1,118.95". The main content is divided into two panels. The left panel, titled "Approval Flow" with an "Edit" link, shows a vertical timeline with two steps: "Pending Agency Update" (marked with a green checkmark) and "Manager Approval". The right panel, titled "Request Summary", lists two actions: "Submitted" and "Pending Travel Agency Update". A blue "Close" button is located at the bottom right of the window.

Step	Status	Responsible Party
Pending Agency Update	Completed	System, Concur
Manager Approval	Pending	Johnson, Chris A.

Action	Responsible Party	Date
Submitted	Johnson, Eric	07/29/2020
Pending Travel Agency Update	Johnson, Eric	07/29/2020

Figure 20: Request Timeline Screen

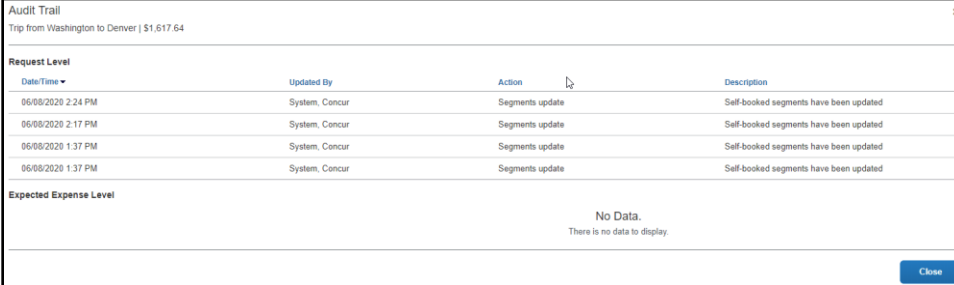
Select **Close** to return to the **Expected Expenses** screen.

6. Audit Trail Screen

The **Audit Trail** screen (Figure 21) tracks all document actions – reservations made, submissions, approvals, returns, and more.

To get to the **Audit Trail** screen, select the **Request Details** link at the top of the **Expected Expenses** screen (Figure 14, indicator #3), then the **Audit Trail** link from the drop-down menu.

The screen identifies and describes each change, along with who made it and when. You can't make any changes on this screen.



Audit Trail
Trip from Washington to Denver | \$1,617.64

Request Level			
Date/Time	Updated By	Action	Description
06/09/2020 2:24 PM	System, Concur	Segments update	Self-booked segments have been updated
06/09/2020 2:17 PM	System, Concur	Segments update	Self-booked segments have been updated
06/09/2020 1:37 PM	System, Concur	Segments update	Self-booked segments have been updated
06/09/2020 1:37 PM	System, Concur	Segments update	Self-booked segments have been updated

Expected Expense Level

No Data.
There is no data to display.

Close

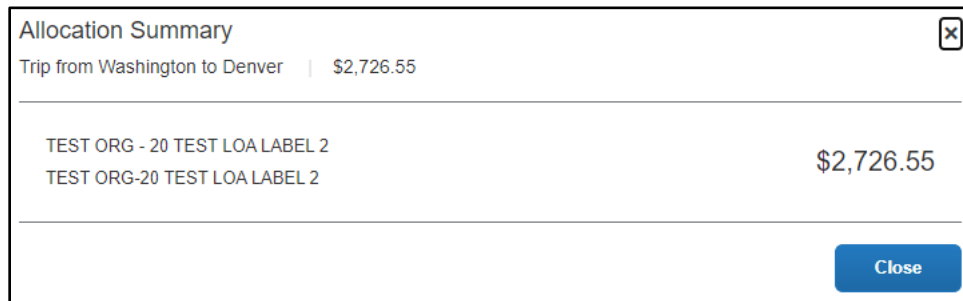
Figure 21: Audit Trail Screen

Select **Close** to return to the **Expected Expenses** screen.

7. Allocation Summary Screen

To get to the **Allocation Summary** screen (Figure 22), select the **Request Details** link at the top of the **Expected Expenses** screen (Figure 14, indicator #3), then the **Allocation Summary** link from the drop-down menu.

As the name implies, the **Allocation Summary** screen provides an overview of all the LOAs you included on the trip request (see section III.D.4 for the allocation process). It also shows the total amounts allocated to each LOA. You can't make any changes on this screen.



Allocation Summary	
Trip from Washington to Denver \$2,726.55	
TEST ORG - 20 TEST LOA LABEL 2	\$2,726.55
TEST ORG-20 TEST LOA LABEL 2	
Close	

Figure 22: Allocation Summary Screen

Select **Close** to return to the **Expected Expenses** screen.

8. View Request Screen

The **Request Details** screen (Figure 23) shows a summary of itinerary, reservation, and document history information. To get to it, select the **Request Details** link at the top of the **Expected Expenses** screen (Figure 14, indicator #3), then the **View Request** link from the drop-down menu. You can't make any changes on this screen, but there are several buttons at the bottom of the screen. Table 9 explains them.

Request Details

Request Details

Item Name:	Trip from Washington to Denver
Trip Description:	Training Event in Denver
Meeting Name:	
Submitted by:	Eric Johnson
Submitted on:	Tuesday, June 09, 2020 08:55 am Eastern Time
Last Ticket Date:	Friday, July 17, 2020 08:30 am Eastern Time
Check here for tickets to be issued upon approval if your itinerary will not change.	No
Approval Status/History:	Approval of Request Required Request Created on Tuesday, June 09, 2020 at 08:54 AM Eastern time by Eric T Johnson.
History/Notes:	Flight segment Air Segment added on Tuesday, June 09, 2020 at 08:54 AM Eastern time. No rules were broken.
The itinerary has still been reserved. The travel approver must approve the trip, or the traveler must withdraw the trip request to cancel the reservation and avoid hotel no-show fees.	

View Itinerary

Withdraw Request

Close



Figure 23: Request Details Screen

Table 9: Buttons on the Request Details Screen

Select ...	To ...
View Itinerary	Open the Travel Details screen (same as the Trip Confirmation screen, Figure 12). From there, you can change your reservations.
Withdraw Request	Cancel your trip request.
Close	Close the screen and return to the Expected Expenses screen.

9. Alerts – Hard Stops and Warnings

You must be familiar with the two icons that indicate what MyTravel calls *alerts*. Those icons are:

1.  = **Hard stop**: This type of alert prevents you from submitting the document for approval. There are two types of hard stops:
 - 1.1. Some appear as soon as you make certain selections or enter (or forget to enter) certain information in the request. When you fix these, they disappear immediately.
 - 1.2. Every time you submit a document for approval, the system checks for audit failures. If it finds any, it displays them as hard stops. Even if you fix the cause of these errors, the icon remains. When you re-submit, the system re-evaluates for audit failures and may either allow the submission or reject it again.
2.  = **Warning**: This type of alert notifies you that the system requires you to take some type of action, such as entering a comment to verify you meet the requirements for a certain expense or checking that you used the correct fiscal year LOAs. It also draws the Approver's attention to the same fact. MyTravel allows you to submit a request that contains warnings.

If your document contains any alerts, a yellow or red **Alerts** bar (Figure 24) appears at the top of the **Expected Expense** screen. The bar is yellow if all your alerts are warnings. If even one alert is a hard stop, the bar is red.

- Open or close the alert details by selecting the **V** or **^** icon (Figure 24, indicator #1).
- When you open the details, all alerts initially display, but you can filter them by alert type (Figure 24, indicator #2) by selecting the type of alert you want to see.
- Select an expense's **View** link (Figure 24, indicator #3) to open the screen that contains the issue.

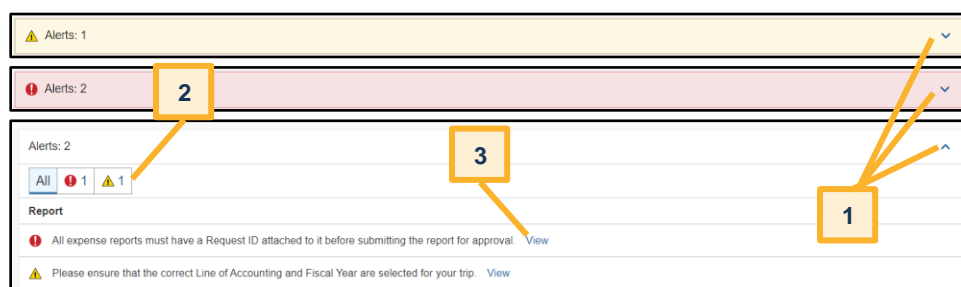


Figure 24: Alerts Bars – Yellow Bar, Red Bar, Details Displayed

When you finish creating the trip request, and after you feel you've eliminated all the hard stops and sufficiently addressed all the warnings, select **Submit Request** at the top of the **Expected Expenses** screen (Figure 14, indicator #2). The system evaluates your document for audit failures, and if it finds none, it sends the request to your Approver. Approval gives you permission to travel.



Note: If you exit MyTravel without submitting the request, the system cancels your air reservations after 2 hours. When that happens, your request becomes permanently unusable, meaning that if you will take this trip, you must re-create the request from scratch.

IV. Create and Submit Expense Report

After your trip, you must submit an expense report (also known simply as an “expense” or a “report”) to receive payment for your travel. That process begins on the MyTravel home screen.

Notes:



1. When you return from TDY, always follow the process outlined below to create your expense report. Although there are other options on the MyTravel home screen that look just as enticing, and some of them initially appear to work, they may cause your expense report to fail, and you’ll have to re-create it from scratch.
2. If you need to create an expense report to support official travel in the local area, do not use the instructions in this guide. See the MyTravel Supplement on [Local Travel Expense Reports](#) instead.

A. Create Expense Report

Log onto MyTravel (Figure 25) and open the trip request you want to use to create the expense report (Figure 25, indicator #1). The request’s **Expenses** screen (Figure 26) opens.

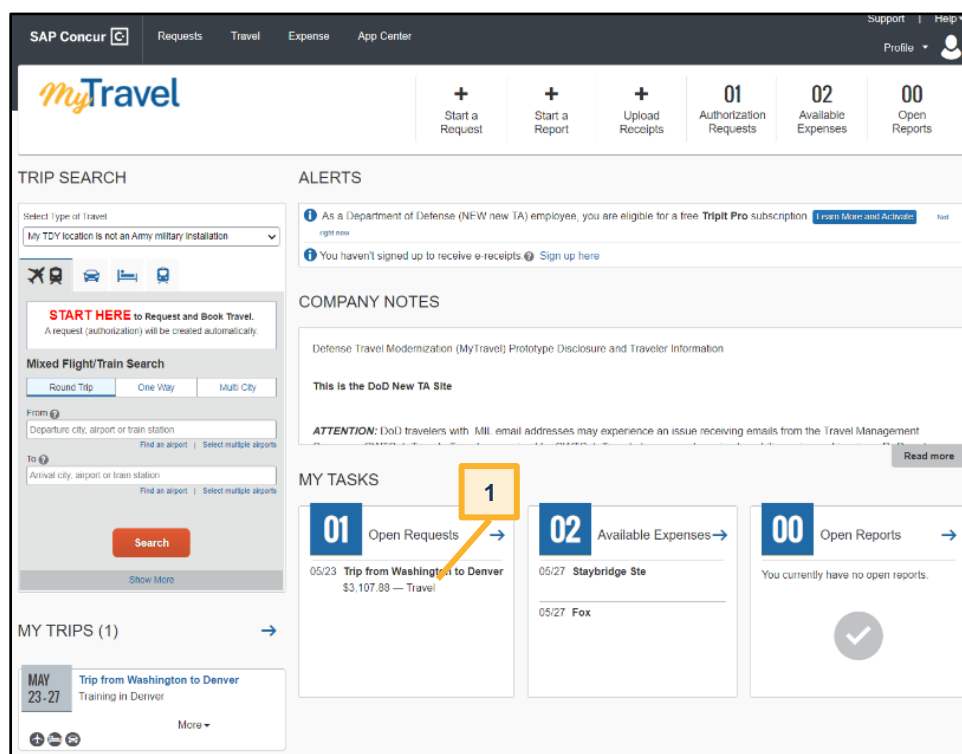


Figure 25: MyTravel Home Screen, My Tasks Area



Note: If the trip request you need does not appear on the **Open Requests** list, it’s probably closed. MyTravel closes all documents after 60 days of inactivity, but a Travel Manager with Request Administrator privileges can re-open a closed trip request for you.

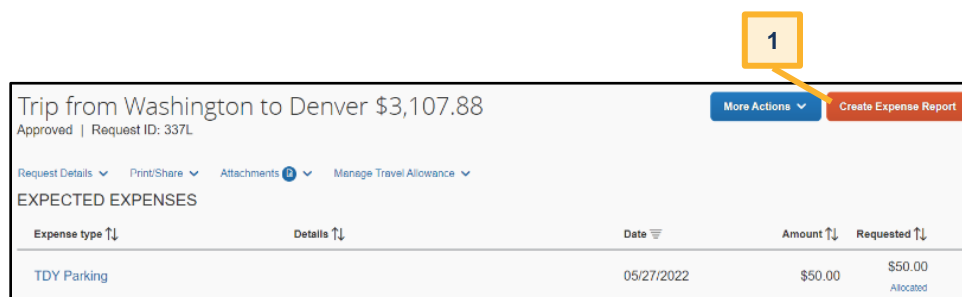


Figure 26: Trip Request's Expected Expenses Screen

Select **Create Expense Report** (Figure 26, indicator #1). The system creates the expense report and opens it on the **Expenses** screen (Figure 27). The system also automatically links the expense report to the trip request (Figure 27, orange rectangle), and pulls in most of the information from the trip request – for example, the travel itinerary, travel allowances, LOAs, and all estimated expenses. It also brings in the following items if they match your trip dates:

- GTCC transactions that Citi imports
- E-receipts that various vendors provide
- Receipt images that you email from verified email addresses.

Your primary consideration must be to update the expense report to ensure it represents a legal, proper, and correct request for payment before you submit it for approval. You'll start doing that on the **Expenses** screen (Figure 27).

B. Update Expense Report

The screenshot shows the 'Expense Report's Expenses Screen' for a trip titled 'Trip from Washington to Denver \$1,954.88'. The status is 'Not Submitted'. The screen includes a top navigation bar with 'Alerts: 8', a 'REQUEST' box showing 'Approved \$3,107.88', and a table of expenses. Five numbered callouts point to specific elements: 1 points to the 'REQUEST' box, 2 points to the 'Add Expense' button, 3 points to the 'Delete Report' button, 4 points to the 'Other Payment Method' column header, and 5 points to the 'Alerts: 8' indicator.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Meals)	Denver, Colorado	05/27/2022	\$55.50	\$55.50 Allocated
<input type="checkbox"/>		Other Payment Method	TDY Parking		05/27/2022	\$50.00	\$50.00 Allocated
<input type="checkbox"/>		Other Payment Method	Airline Fees		05/27/2022	\$25.00	\$25.00 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Incidentals)	Denver, Colorado	05/27/2022	\$3.75	\$3.75 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Meals)	Denver, Colorado	05/26/2022	\$74.00	\$74.00 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Incidentals)	Denver, Colorado	05/26/2022	\$5.00	\$5.00 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Meals)	Denver, Colorado	05/25/2022	\$74.00	\$74.00 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Incidentals)	Denver, Colorado	05/25/2022	\$5.00	\$5.00 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Meals)	Denver, Colorado	05/24/2022	\$74.00	\$74.00 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Incidentals)	Denver, Colorado	05/24/2022	\$5.00	\$5.00 Allocated
<input type="checkbox"/>		Other Payment Method	Airfare		05/23/2022	\$1,039.21	\$1,039.21 Allocated
<input type="checkbox"/>		Other Payment Method	Hotel/Lodging Reservation	Staybridge Site Denver, Colorado	05/23/2022	\$556.00	\$199.00 Allocated
<input type="checkbox"/>		Other Payment Method	Rental Car Reservation	Fox	05/23/2022	\$261.17	\$261.17 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Meals)	Denver, Colorado	05/23/2022	\$55.50	\$55.50 Allocated
<input type="checkbox"/>		Other Payment Method	Airline Fees		05/23/2022	\$25.00	\$25.00 Allocated
<input type="checkbox"/>		Other Payment Method	Daily Allowance (Incidentals)	Denver, Colorado	05/23/2022	\$3.75	\$3.75 Allocated
						\$2,311.88	\$1,954.88


Figure 27: Expense Report's Expenses Screen

With very few exceptions (see below), everything on the various expense report screens is either self-explanatory or functions as it does when you are creating or updating a trip request.

The only items that bear additional explanation are (list numbers equate to indicator numbers on Figure 27):


1. **Navigation links:** Table 10 only provides information about links that lead to screens that are unique to expense reports and particular elements of screens that do not function essentially the same as those in trip requests.

Table 10: Navigation Links on the Expenses screen

Path		The Resulting Screen ...
Report Details	Report Header 	Use the Redirect Funds to GTCC Account field to enter an additional dollar amount, if needed, to fully pay off your GTCC charges.
	Report Totals	Shows the total claim amount and totals by category – e.g., amount due to Traveler vs. amount to pay GTCC vendor, etc.
	Manage Requests	Lets you change the trip request that is linked with this expense report. You will rarely have to use this link.
Manage Receipts	Missing Receipt Declaration	Lets you create a missing receipt form if you lost an irreplaceable receipt. This should be an action of last resort, as most receipts can be replaced by contacting the vendor that originally issued it.
Travel Allowance	Reimbursable Allowances Summary	Shows you the specifics of your per diem allowances such as the total and daily allowance, the typical and “actuals allowed” daily allowance limit, and more.

2. The **Combine Expenses** button. You'll rarely have to use it. MyTravel uses key data fields (e.g., date, cost) to automatically merge expense estimates pulled from the trip request with their associated elements (e.g., GTCC transactions, e-receipts). If the system fails to associate such items, two or more expense items display for the same expense. Use the **Combine Expenses** button to re-associate the entries and avoid an overpayment.

- **Example:** Your expense report shows a \$50 parking expense and its associated \$50 GTCC transaction as separate items – totaling \$100 in expenses. When you combine these items, you merge the expense with its payment, creating a single \$50 expense item, and preventing a \$50 overpayment.

-  3. The **Amount** (Paid) and (Amount) **Requested** columns. These two columns usually show the same amount, though there are times that it won't. The most common reasons for a discrepancy are:

- If you made payment in foreign currency, the **Amount** (Paid) column will reflect the foreign currency, while the (Amount) **Requested** column shows the equivalent in dollars.
- If the (Amount) **Requested** column shows:
 - \$0.00, the JTR does not allow or the Approver denied reimbursement for the expense.
 - Any amount less than the **Amount** (paid), the JTR or Approver limited your allowed reimbursement. This frequently happens with hotel bills, which often include non-reimbursable expenses such as room service and in-hotel shopping.

4. **Icons.** See Section IV.B.2 to see unique expense report icons.
5. **Buttons.** The **Delete Report**, **Copy Report**, **Submit Report** options are all self-explanatory, though you should only ever use **Copy Report** to copy local travel expense reports. You must always start a TDY expense report by selecting **Create Expense Report** in the associated trip request (see Section IV.A), to properly link the trip request and expense report.

1. Update Expenses

You will almost always have to update your expenses after a trip. This section explains how you do so. All actions begin on the **Expenses** screen (Figure 27).

Update Inaccurate Expenses

You can edit an expense by checking the box next to an expense, then selecting **Edit**. The **Edit Expense** screen that opens is nearly identical to the **New Expenses** screen (Figure 30) opens and functions essentially the same way. You just need to add or correct any missing or wrong information and save the screen. You can also add a receipt on this screen if needed.

Remove Unnecessary Expenses

If you estimated on the trip request an expense that you did not actually incur, check the box next to the expense and select **Delete** to remove it from the expense report.

Add Missing Expenses

If you incurred an expense that you did not include as an expected expense, select **Add Expense** to create the expense. The **Add Expense** screen (Figure 28) opens. It has tabs that let you import available expense items and create new ones. This section explains both of these options.

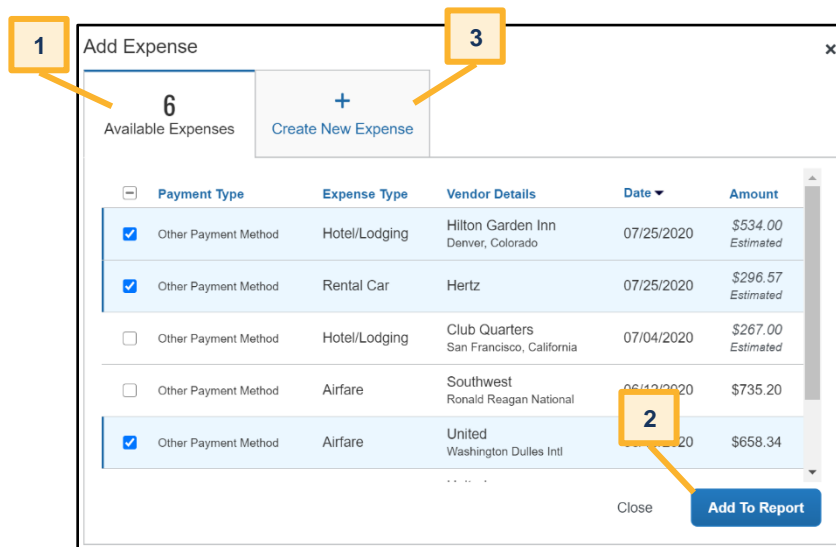


Figure 28: Add Expense Screen, Available Expenses Tab

- To add expenses, GTCC transactions, and receipts that MyTravel has available but has not yet imported:
 - Select the **Available Expenses** tab (Figure 28, indicator #1). A list of available items displays.
 - Select all items applicable to this trip, then **Add to Report** (Figure 28, indicator #2). The **Expenses** screen updates to display the newly imported items.

- To create a new expense item that is not available for import:
 - Select the **Create New Expense** tab (Figure 28, indicator #3). A drop-down menu of expense types (Figure 29) displays. Table 11 shows all expense types available for an expense report. The same notes apply to them as applied to Table 8 above, plus the “LT” column indicates whether the expense type is available for a local travel expense report.

The screenshot shows the 'Add Expense' window with the 'Create New Expense' tab selected. Below the tabs is a search bar labeled 'Search for an expense type'. A list of expense categories is displayed, including '01. Booked within MyTravel' with sub-items 'Airfare', 'Hotel/Lodging', 'Rental Car', and 'Train Fare'. Another category is '03. Transportation' with sub-items 'Airline Fees' and 'Airline Fees (Non-Reimbursable)'. A scrollbar is visible on the right side of the list.

Figure 29: Add Expense Screen, Create New Expense Tab

Table 11: Available, Selectable Expenses on Expense Report



The TravelBot does not yet support the use of items in red. Do not use them unless specifically authorized to do so.

Expense Type	Expense	Notes	TDY	GFL	LT
02. Booked within MyTravel	Airfare	Use to add reservations that were not approved on the trip request (e.g., due to last-minute travel or changes after travel began)	Yes	Yes	No
	Hotel/Lodging		Yes	No	No
	Rental Car		Yes	No	Yes
	Train Fare		Yes	Yes	No
03. Transportation	Airline Fees	Reimbursable fees, (e.g., baggage)	Yes	Yes	No
	Airline Fees (Non-Reimbursable)	Example: voluntary upgrade fee	Yes	No	No
	Commercial Bus Fare		Yes	Yes	No
	Constructed Travel Expense	Same as on request	Yes	No	No
	Government Vehicle Fuel		Yes	No	Yes
	POV Mileage	Same as on request	Yes	Yes	Yes

Expense Type	Expense	Notes	TDY	GFL	LT
	POV Other Mileage Rate	Only use when JTR allows for medical travel	Yes	No	No
	POV Reduced Rate	Use if a GOV was available but you used a POV	Yes	No	Yes
	Private Plane – Fees		Yes	No	No
	Public Transportation		Yes	No	Yes
	Public Transportation (between interim GFL airports only)		No	Yes	No
	Rental Car Fuel		Yes	No	Yes
	Taxi/Car Service	Taxis, ride sharing	Yes	No	Yes
	TDY Parking		Yes	No	Yes
	Terminal Parking		Yes	No	No
	Tolls		Yes	No	Yes
04. FEML ONLY - Transportation	POV to/from terminal using Other Mileage rate	Although these appear for all types of GFL travel, you may only use them during FEML travel	No	Yes	No
	Public transportation to/from terminal		No	Yes	No
	Taxi/Car Service to/from terminal		No	Yes	No
04. Lodging	Dual Lodging	Same as on request	Yes	No	No
	Incidental Expense	Personal expense; not reimbursable	Yes	No	No
	Internet/Wi-Fi Fees (for Official Use)		Yes	No	No
	Lodging Allowance Adjustment	Same as on request	Yes	No	No
	Occasional Lodging	Use when the need for lodging was not expected, but is allowed by the JTR	Yes	No	Yes
05. Meals	Individual Meals Charged on GTCC	Personal expense; not reimbursable	Yes	No	No
	Occasional Meal	Use when the need for M&IE was not expected, but is allowed by the JTR	Yes	No	Yes

Expense Type	Expense	Notes	TDY	GFL	LT
	Snack-Recruiter		No	No	Yes
06. Other	ATM Fees (Incidental Expense)	Personal expense; not reimbursable	Yes	No	No
	Baggage Handling Tips for Travelers w/ Special Needs		Yes	No	No
	Cash Advance/ATM Withdrawal	Personal expense; not reimbursable	Yes	No	No
	Conference Registration Fee		Yes	No	Yes
	Immunizations/Inoculations		Yes	No	No
	Interpreter Services		Yes	No	No
	M and IE Correction	Use if you claimed the wrong or no M&IE on your trip request	Yes	No	No
	Non Reimbursable/Personal Expense		Yes	No	No
07. Military Working Dog	Hotel fees for Mil Work Dog		Yes	No	No
	Kennel Handling Fee Mil Work Dog		Yes	No	No
08. International Related Expenses	Foreign Country Entry/Exit Fees/Taxes		Yes	No	No
	Foreign Currency Conversion Fees		Yes	No	Yes
	International Drivers Permit Fees		Yes	No	No
	International Guide Services/Driver		Yes	No	No
	International Transaction Fees		Yes	No	No
	Passport/Visa Fees		Yes	No	No
09. Actual Expenses	Actual Lodging Expenses	Use one or both to itemize daily costs when an Actual Expense Allowance (AEA) is approved; don't use if claiming any Travel (per diem) Allowances	Yes	No	No
	Actual M and IE Expenses		Yes	No	No

- Select the expense type you want to add. The **New Expense** screen (Figure 30) opens.

Figure 30: New Expense Screen, Details Tab

- The **New Expense** screen has two tabs, a **Details** tab (seen in Figure 30), which displays basic expense information, and an **Itemizations** tab (seen in Figure 31), which displays all the individual expenses that appear on an itemized receipt. Complete all mandatory information – and attach a receipt if required – before selecting **Save Expense** to add it to the **Expenses** screen.

Date	Expense Type	Requested
08/19/2020	Hotel/Lodging	\$98.00 Allocated
08/19/2020	Hotel Taxes	\$17.50 Allocated
08/20/2020	Hotel/Lodging	\$98.00 Allocated
08/20/2020	Hotel Taxes	\$17.50 Allocated
08/21/2020	Individual Meals Charged on GTCC	\$0.00 Personal

Figure 31: Edit Expense Screen, Itemizations Tab

Note: To quickly explain itemizations, MyTravel recognizes two types of receipts:

- Most receipts list the full cost of a single expense type, even if that cost includes multiple individual charges. Examples of this type of receipt include receipts for a taxi ride, a payment for multiple days of parking, a tankful of gas, etc.
- Itemized receipts show different types of purchases on a single receipt. For example, a hotel bill may include a room cost per night, several different types of tax, parking fees, meals, housekeeping charges, in-room movies, and so on. Not all of these expenses are reimbursable, but they are all on the same receipt, so MyTravel displays them all and allows you to mark non-reimbursable items as personal expenses to avoid over-payments.
 - If you activated e-receipts in your MyTravel profile and the vendor is e-receipt capable, MyTravel enters the itemizations for you, as seen in Figure 30. You only need to access the **Itemizations** tab to verify that the expenses on the itemized list are correct and adjust them if necessary. If you did not activate e-receipts or the vendor is not e-receipt capable, you must use the **Itemizations** tab to manually add itemizations. Although you can select an alternate currency if needed, the following examples show entries in dollars. Here's how you enter itemizations:
 - For each expense that was charged identically every day, after selecting the **Expense Type**, choose **The Same Every Night** (Figure 32, indicator #1) and enter the daily cost for the room and up to three kinds of taxes (Figure 32, indicator #2). When you select **Save Itemization**, MyTravel calculates the total cost of those expenses and deducts it from the **Remaining** amount (Figure 32, indicator #3).

Figure 32 shows you entering $\$125 + \$10 + \$5 = \$140 \times 4 \text{ nights} = \560 . When that is deducted from the $\$576.55$ total, you'll still have $\$16.55$ left to itemize.

Hotel/Lodging \$576.55
04/08/2022 Marriott Hotels

Cancel Delete Itemization Save Itemization

Details Itemizations

Amount \$576.55 Itemized \$0.00 Remaining \$576.55

New Itemization
Expense Type *
Hotel/Lodging

Entry Type: Recurring Itemization

1 - 04/08/2022 (Nights: 4)

Your hotel room rate was:
The Same Every Night Not the Same

2 Room Rate (per night) * Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

4 125.00 10.00 5.00

(Amounts in USD)
☐ Combine room rate and taxes into a single entry

Save Itemization Cancel

Add Receipt
Click here or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Figure 32: Itemizations Tab, Expenses that are The Same Every Night

- For expenses that were charged differently on different days, after selecting the **Expense Type**, choose **Not the Same** (Figure 33, indicator #1), then enter the daily room and tax costs for each day (Figure 33, indicator #2).

Figure 33 shows you entering a total of \$560 in room costs and taxes, so when you select **Save Itemization**, you will have \$16.55 **Remaining** to itemize.

Note: When entering lodging costs in foreign OCONUS areas, after you enter the room cost and tax amounts, make sure you check the **Combine room rate and taxes into a single entry** box (Figure 33, indicator #3) before saving. This allows your individual entries to exactly match your receipt and still meet the DoD requirement to combine lodging and taxes in foreign OCONUS areas.

Hotel/Lodging \$576.55
04/08/2022 Marriott Hotels

Cancel Delete Itemization Save Itemization

Details Itemizations Hide Receipt

Amount \$576.55 Itemized \$0.00 Remaining \$576.55

New Itemization
Expense Type * 4
Hotel/Lodging

Entry Type: Recurring Itemization 04/04/2022 - 04/08/2022 (Nights: 4) 1

You rate was:
2 the Same Every Night Not the Same

Date	Room Rate	Room Tax	Tax 2	Tax 3
04/04/2022	125.00	10.00	5.00	
04/05/2022	125.00	10.00	5.00	
04/06/2022	150.00	12.00	6.00	
04/07/2022	100.00	8.00	4.00	

3 (Amounts in USD)
☐ Combine room rate and taxes into a single entry

Save Itemization Cancel

Add Receipt
Click here or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Figure 33: Itemizations Tab, Expenses that are Not the Same





- For individual expenses that were not charged every day, select **Single Itemization** as the **Entry Type** (Figure 33, indicator #4) to display the usual expense detail fields.
- Continue adding itemizations until each one matches a line on your itemized receipt and the **Remaining** amount equals \$0.00.

Note: For **Actual M and IE Expenses** and **Actual Lodging Expenses**, the **Itemizations** tab works differently. You enter one expense item for each day of the trip, then for each day:

- For **Actual M and IE Expenses**, enter the costs for breakfast, lunch, dinner, and incidental expenses.
- For **Actual Lodging Expenses**, enter the costs for lodging, taxes, non-reimbursable items (e.g., gift shop, movies), and parking.



Table 12 outlines the most commonly used options on the **New Expense** and **Edit Expense** screens.

Table 12: Key Selectable Expense Options


Select ...	To ...
Key: *=Visible on screenshot [DT]=Details Tab, [IT]= Itemizations Tab	
[DT] *Key expense entry fields (multiple entry fields)	Enter Expense Type, Amount, Transaction Date, etc. Note: Specific options vary by expense type
 [DT] * Payment Type	Select where the payment for this expense should go: <ul style="list-style-type: none"> • GTCC = to the GTCC Vendor; select this if the GTCC transaction has already processed • Other Payment Method = to the Traveler's account • Pending GTCC Charge = to the GTCC Vendor; select this if the GTCC transaction has not yet processed
 [DT] * Personal Expense	Mark a single expense non-reimbursable (e.g., meal)
[IT] Create Itemization	Start manually itemizing expenses (See Note below)
[IT] * Amount / * Itemized / * Remaining	See receipt total, amount itemized, & amount still to itemize; you're done when Remaining = \$0.00.
[IT] * Expense Type	Choose an expense type
[IT] * Entry Type	Enter a recurring cost or a single item cost
[IT] * The Same Every Night (multiple entry fields)	Enter room and tax costs that were identical on all nights of your stay
[IT] * Not the Same (multiple entry fields)	Enter room and tax costs that were different on at least one night of your stay
 [IT] * Attach Receipt Image	Associate a receipt with this expense
 [IT] Personal Expense	Mark an itemized expense non-reimbursable (e.g., movie)
[IT] * Combine room rate and taxes into a single entry	Check this box to claim foreign OCONUS lodging and taxes as a single expense, as the JTR requires
[IT] * Save Itemization	Save and return to Details tab

2. Expenses Screen, Icons

Just as in the trip request, the expense report displays icons to provide information about each expense item. In addition to hard stop and warning icons (explained in Section III.D.9), the most common icons you'll see in an expense report are:

-   = Missing mandatory receipt (red image), attached receipt (thumbnail image). Although a missing mandatory receipt doesn't display as an exception at the top of the screen, it is a hard stop, meaning you can't submit a document when the icon is present.

Note: Receipts are mandatory for all lodging expenses and any expense of \$75 or over.

-  = The expense contains at least one comment.

C. Submit Expense Report

When you're ready, select **Submit Report** (Figure 27, indicator #5) to route the expense report to the Approver. In most cases, you will receive payment within 72 hours of approval. That payment comes from the U.S. Treasury, and usually goes to the same bank account where your paycheck goes. If you prefer, you can have payments sent to a bank account other than your payroll account by contacting your finance POC or following your local business rules.

D. File Supplemental Expense Report

You should always be very careful to only submit fully accurate expense reports, but if you do make a mistake, you may be able to correct the error in the system.

If you catch the error before approval, you can open the expense report and select **Recall** (see Table 5) to take back control of the expense report. Once you have it open, make all the necessary changes and then resubmit it for approval.

If the Approver has already approved the expense report, you cannot recall or change it. Even so, depending on the nature of the error, you may still be able to correct the error by filing a *supplemental* expense report:



- If correcting all errors would result in a claim for a negative dollar amount, there is nothing you can do in the system. You are in debt and must repay that debt per your local or Component business rules.

Example: You over-claimed your gas expense by \$20. You have no other valid claims to add, so your total "claim" would be (-\$20). Therefore, you cannot submit it, so you are now in debt for \$20 and must go through the debt collection process.

- If correcting all errors would result a claim for a positive dollar amount, you can create and submit it following the steps listed below. If you find more errors later, you can create another supplemental expense report; you can create as many supplemental expense reports as you need.

Example: You both over-claimed your gas expense by \$20 and forgot to claim a \$30 parking fee. Because the total of those fixes is positive amount (+\$30 for the forgotten parking - \$20 for the over-claimed gas = a \$10 payment), you can file the supplemental expense report.

The steps for creating a supplemental expense report are:

1. Begin by following the instructions in Section IV.A, above. As noted there, if the request is not listed under **Open Requests**, it is closed because it hasn't been touched in 60 days or more. A Travel Manager with Request Administrator permissions must re-open it before you can proceed.
2. When the supplementary expense report opens, it will look and function like the original expense report. Delete all the expense items you claimed correctly on the original expense report. When you submit, only the expense items you are changing or adding should appear on the **Expenses** screen.
3. Submit the expense report for approval. You should receive payment within three days of approval.

V. Additional Resources

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations

<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>

2. DTMO's MyTravel vs. DTS decision tool (aka, "TravelBot")

<https://www.defensetravel.dod.mil/travelbot>

3. MyTravel direct link

<https://dodtravel.concursolutions.com>

In addition, you can many helpful user guides and other informational papers:

- On the DTMO website's MyTravel screen at <https://travel.dod.mil/Programs/DoD-Travel-Systems/MyTravel/>
- By logging onto MyTravel at the link in #3 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.